

*Reports 3*~~SECRET~~  
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Assistant to DCI

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Director of Training

NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

Weekly Summary Report

DDA Memo, 4 Apr 77

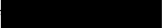
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Date: 31/01/78 By: 008

1. The latest of the periodic tours of Office of Training headquarters facilities, requested by training officers of the DD/P for recently appointed training liaison officers and certain administrative personnel of these components, is scheduled for 14-15 February. Personnel selected by the Clandestine Services Training Committee, DD/P, will comprise the group.

2. The need of DD/P returnees and of other personnel for immediate reorientation to current Agency organization and functions is now being served by the registration of these persons in the Induction Course, prior to their assignment to later courses of training.

3. The Office of Training "County Fair" (Intelligence Products Exhibit) scheduled for 14 February in the R&S Building will feature display panels containing new layouts and materials from the Offices of Current Intelligence, Operations, Scientific Intelligence and Research and Reports.

5. Representatives of the DD/P and the Office of Training have begun committee study for the planning of a permanent training base in the Far East 

6. The Testing Services Branch, Assessment and Evaluation Staff, OTR, has completed a duty-assignment testing program requested by the Cable Secretariat, CIA, for forty of its personnel. Secretariat officials have expressed the opinion that the evaluation information obtained will aid materially in their planning of employee assignments, training and career development.

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7. In line with the continuing effort to make available to the Office of Training potential instructor personnel who are operationally qualified, the FI Staff, DD/P, has arranged for the Chief, Operations School, OTR, to interview personally FI returnees on a weekly basis in the office of the FI Personnel Officer.

8. Ten staff members of the Language and External Training School, OTR, visited the Navy Language School and the National Security Agency Language School in the interest of inter-Agency cooperation in the field of foreign language training. At the Navy Language School, Agency trainees in Russian and Chinese were observed during class action.

9. To fill the need for training for dependents of employees going abroad, the Office of Training, in conjunction with the Cover Division of the FI Staff, DD/P, has undertaken a study looking toward the establishment of a briefing program for dependents. Pertinent sections of programs conducted by the Foreign Service Institute, Department of State, have been monitored. Plans are being coordinated with the Security Office and the Office of Personnel. The draft of a proposed schedule for the briefing program has been presented to the Area Divisions, DD/P, for their concurrence.

The proposed program will be administered by the Office of Training and will consist of two phases: (1) Agency briefing, to include such things as functions, personal security and cover, morale and motivation, and employee welfare; speakers will be drawn from components of the Agency best qualified to present specific topics. (2) Area briefing, to be presented jointly by the Office of Training and the Area Desk, and to include wherever possible concentrated basic language study.

SIGNED

**MATTHEW BAIRD**

MB:ep (2/14/55)

cc: DD/P  
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